

Continuous Enrollment Processing for Accountability Reporting

Definition of Continuous Enrollment

California Code of Regulations, Title 5, sections 1039.2 and 1039.3, relating to the implementation of California *Education Code (EC)* Section 52052.1(a)(1) define *continuous enrollment* as a “student enrollment from Fall Census Day (first Wednesday in October) to the first day of testing without a gap in enrollment of more than 30 consecutive calendar days.”

These regulations may be found on the Office of Administrative Law Web site Office of Administrative Law Web site at <http://www.oal.ca.gov/>.

Accountability Reporting for 2013–14

At the March 2014 State Board of Education (SBE) meeting, the SBE approved the State Superintendent of Public Instruction’s recommendation to not calculate the Academic Performance Index (API) for the 2014 Growth, 2014 Base, and 2015 Growth taking into account that the 2014 Smarter Balanced Field Test did not generate assessment results, and the 2015 Smarter Balanced assessment results will not be available until after the 2015 spring administration.

For the 2013–14 accountability cycle, the California Department of Education (CDE) will produce Adequate Yearly Progress (AYP) reports for high schools and high school local educational agencies (LEAs) that enrolled students in grades nine, ten, eleven, and/or twelve as of Fall Census Day in October 2013. As in prior years, the assessments used for high school and high school LEA AYP reports are the grade ten California High School Exit Exam (CAHSEE) and/or California Alternate Performance Assessment (CAPA) assessments.

In order for a student’s score on the CAHSEE and/or CAPA to be included in the AYP for a school or LEA, the student must be “continuously enrolled” in the school or LEA. This document specifies the business rules used by the CDE to determine whether a student was continuously enrolled using enrollment and exit data reported by LEAs to the California Longitudinal Pupil Achievement Data System Operational Data Store (CALPADS ODS).

Business Rules and Definitions

1. **CALPADS Enrollment and Exit Data:** To process continuous enrollment for both CAHSEE and CAPA, enrollment and exit records were extracted from the CALPADS ODS on July 1, 2014. Every record contains an enrollment start and end (exit) date. A null exit date indicates the student is still enrolled, and, for programming purposes, is converted to the last date of processing (i.e., 6/30/2014).

2. **Fall Census Day:** The fall census day is the first Wednesday in October of that processing year. For the 2014 AYP, the fall census date is October 2, 2013.
3. **Test Date:** Each CAHSEE and CAPA assessment record contains a test date indicating when the student was tested. Each record must have a valid test date in order to facilitate continuous enrollment processing. When the test date is incomplete or blank, the following rules are applied to determine the most-appropriate test date.
 - a. If the test date is blank, then the test date is populated with the most common test date in the same test file for the same school code.
 - b. If there are no matches to another test record, and the original date is missing a day (e.g., 04 2014) then the day of 15 is added. For example, 04 2014 becomes 04152014. For any remaining test dates that cannot be resolved or are blank, the test date of 3/15/2014 is used because March 15 is the midpoint of testing.
 - c. For CAHSEE, there are two testing dates in the file, one for English-language arts (ELA) and one for math. If there is no math date, then the ELA testing date is used, and if there is no ELA date, then the math date is used. If the test date is not populated then proceed with steps a. and b. above.
4. **Test Record:** A test record includes data from the student answer document from the CAHSEE and the CAPA, specifically: SSID, test date (CAHSEE has both an ELA test date and a math test date), county code, district code, school code, school of residence code, and district of residence code.
5. **Special County-District-School (CDS) Code Circumstances:**
 - a. **Repeating school code or district code:** Some CALPADS data and CAHSEE/CAPA data have the same code for both the county-district code and school code (i.e., 0123456-0123456). A repeating CDS code identifies one of two school scenarios, listed below.
 1. A repeating school code indicates an independently reporting charter school. For these codes, the district code is replaced with the authorizing district.
 2. A repeating district code in the school field of either the test record or the CALPADS file indicates that the student is enrolled/receiving services from the district office and not from a school site. In cases where the district code is repeated, the school code from the test file is used. This replacement is done only if the SSIDs and the district codes

match. For all other records where the district code is repeated, the student is not processed for continuous enrollment at the school level.

- b. **Merged Districts or other reorganizations:** Schools that merged or had district reorganizations are placed in a lookup table to be used when comparing the CDS code from CALPADS to the CDS code on the test record. Merged districts and other reorganizations can be found on the CDE's District Reorganizations Web page at <http://www.cde.ca.gov/ds/si/ds/reorg.asp>.
- c. **NPS schools (i.e., school code is "0000001"):** NPS schools are schools that have a school code of '0000001'. After continuous enrollment is determined for these schools, the district code is replaced with the county-district of residence code that is provided in the test file.

6. Gap of Enrollment:

- a. **School 30-day gap:** If a student has multiple enrollment records at the same school, then each enrollment record is examined to determine if an enrollment gap of **more** than 30 days (i.e., 31 days or more) occurred.

Example 1: Multiple enrollment records at the same school

SSID: 000002222	Start Date	Exit Date*
School A:	8/30/11	10/30/11
School A:	11/15/11	1/14/12
School A:	2/15/12	3/3/12
School A:	3/13/12	4/10/12
School A:	4/15/12	6/27/12

- Count the number of days between 10/30/11 to 11/15/11.

* Since the exit date reflects the last day the student was enrolled, the actual count is 10/31 to 11/14, which is 15 days.

- Count the number of days between 1/14/12 to 2/15/12 (1/15 to 2/14) = 30 days
- Count the number of days between 3/3/12 to 3/13/12 (3/4 to 3/12) = 9 days
- Count the number of days between 4/10/12 to 4/15/12 (4/11 to 4/14) = 4 days

In this example, each gap is examined to determine if a gap of more than 30 consecutive calendar days occurred. If at least one gap reflected more than 30 days, then the student is NOT continuously enrolled.

In this example for SSID 000002222, the second gap reflects a 30-day gap. Since this is not more than 30, and since none of the other gaps (15, 9, 4) reflect more than 30 days, this student is continuously enrolled.

Example 2: Multiple enrollment records at different schools

SSID: 000003333	Start Date	Exit Date
School A:	8/25/11	9/30/11
School B:	10/05/11	11/27/11
School C:	11/28/11	12/05/11
School B:	12/15/11	6/29/12

- Count the number of days between 11/27/11 to 12/15/11 (11/28/11 to 12/14/11) which is 17 days.

In this example for SSID # 000003333:

- Student was at School B on 10/05/11 (Fall Census).
- Student left School B and enrolled at School C.
- Student returned to take the test at School B.

Notice that the student left for a different school between 11/28/11 to 12/05/11. Since this student was at School B on Fall Census and tested at School B, the gap counted would be between 11/27/11 to 12/15/11. Since the gap is 17 days, this student is continuously enrolled.

The key to remember is that continuous enrollment is concerned with enrollment gaps between the fall census school and the test school. If both the fall census school and the test school are the same, then enrollment gaps are examined. Transfers to other schools in between the fall census date and the test date are not relevant to continuous enrollment processing.

EXCEPTION:

Sometimes, the student will be identified as “exiting” before testing, but the CAHSEE/CAPA file will show that a test was taken by the student:

SSID: 000003333	Start Date	Exit Date	Test Date
School A:	8/25/11	5/13/12	5/18/12

In such scenarios, the student **would** be considered continuously enrolled.

- District 30-day gap:** Apply the same criteria as in bullet “a” above (School 30-day gap), except apply the criteria at the district level. Using Example 2

above, since none of the gaps are more than 30 days at the district level, the student would be considered continuously enrolled in the district if Schools A, B, and C are all in the same district.

7. CAPA Continuous Enrollment Processing for 2014 Accountability:

- a. Students are considered continuously enrolled in a school and/or district if the following circumstances are true:
 - 1. The district/school code in the CALPADS enrollment record is equal to the district/school code on the CAPA test file, and
 - 2. The CALPADS enrollment record has an enrollment date less than or equal to 10/2/2013 (Fall Census Day) and an exit date greater than or equal to 10/2/2013 (note that null exit dates were converted to 6/30/2014, see above), and
 - 3. There is no gap of enrollment greater than 30 days between two CALPADS enrollment records for the same school, or no gap of enrollment in the CALPADS enrollment record between Fall Census Day and the first day of testing.

8. CAHSEE Continuous Enrollment Processing (February – May 2014 Administration):

- a. Students are considered continuously enrolled in a school and/or district if the following circumstances are true:
 - 1. The district/school code in the CALPADS enrollment record is equal to the district/school code on the CAHSEE test file, and
 - 2. The CALPADS enrollment record has an enrollment date less than or equal to 10/2/2013 and an exit date greater than or equal to 10/2/2013, and
 - 3. There is no gap of enrollment greater than 30 days between two CALPADS enrollment records for the same school, or in the CALPADS enrollment record between Fall Census Day and the first day of testing.

9. Defaulted to Continuous Enrollment Designation for 2013–14 Accountability Reporting Cycle:

- a. For the 2013–14 accountability cycle, records were defaulted to continuously enrolled if:

1. The SSID from the test record was not matched to a SSID in the CALPADS data, or
2. The SSID field on the test record was blank.

10. Retired SSIDs:

Students may be assigned two concurrent SSIDs by mistake, in which case one is “retired.” If the CAHSEE or CAPA student answer document has a retired SSID, then the non-retired SSID is used for matching purposes. This non-retired SSID is obtained from CALPADS.